

Virginia M. Barry, Ph.D.  
Commissioner of Education  
Tel. 603-271-3144



Paul Leather  
Deputy Commissioner of Education  
Tel. 602-271-3801

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

Please forward the attached documents  
to your Business Administrator.

Thank you.

---

PLEASE NOTE:

THE SCHOOL FOOD AUTHORITY (SFA)  
VERIFICATION SUMMARY REPORT  
HAS CHANGED.

DO NOT USE LAST YEAR'S FORM



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

TO: Business Administrators  
FROM: Cheri F. White, Administrator  
Bureau of Nutrition Programs and Services  
DATE: September 26, 2014  
RE: On-line USDA Parent Income Application Verification Packet

School Food Authorities with a current, approved USDA Child Nutrition Program application on file that collects and approves parent income applications as a part of program reimbursement, are required by law (7 CFR Part 245.6a (a); Public Law 108-265) to annually report the results of parent verification efforts. All conditions and procedures of the law must be followed and reported to the State Agency.

**Please be advised that hard copy forms will not be mailed. All pertinent verification forms are located and may be downloaded for completion by going to [www.education.nh.gov/program/nutrition/verification.htm](http://www.education.nh.gov/program/nutrition/verification.htm).**

The following documents can be located at this site:

- Verification Effort Plan of Action Form – **MUST be sent to the State Agency by October 10, 2014**
- Verification Packet Order of Action
- Notification of Selection – Forms sent home to households
  - Letter to Households\*
  - Social Security Office Statement Form
  - Employer Statement of Earnings Form

***\*Please note: the SAU must provide the household a Toll Free telephone number. If a Toll Free telephone number is not provided, the SAU may choose to allow the households to reverse the charges if any households in the SAU are outside the local calling area. The SAU may also provide different telephone numbers for each local calling area within the SAU.***

- Food Stamp /SNAP or FANF Number Director Verification Form
- Verification Letter of Results to Households
- Verification Results and Adverse Action
- SFA Verification Summary Report and Instructions

Section 105 of the Reauthorization Act amends the verification provisions in section 9(b)(3) of the Richard B. Russell Act. The date for determining sample size is **October 1, 2014** and the deadline for completion of verification is **November 15, 2014**.

If a School Food Authority (SFA) cannot meet the November 15 deadline, an extension waiver to complete the process by may be granted when completing the **Verification Effort Plan of Action Form**. If the extension waiver is approved by the State Agency, the completion for the verification effort process must be **December 15, 2014**. All waiver requests must include the date when completion will occur, the reason the request has been made and the person responsible for completion.

Please return the completed *Verification Effort Plan of Action Form* to: Tami Drake, Department of Education, 101 Pleasant Street, Concord, NH 03301 by October 10, 2014.

For further assistance contact the Bureau of Nutrition Programs and Services at 271-3646.